

February 2016

Dear Returning Staff:

We are quickly approaching that time of year again. Bay Beach will open for weekends on Saturday, May 7, 2016. This season we will again be using FinTrac for scheduling purposes. FinTrac will be used for your timesheet and for picking up shifts, getting rid of shifts, and checking your schedule. If you have forgotten your employee ID number, please contact us and we will get that for you as this will be needed for you to check schedules for the season. Full-time employees will still need to be available for all shifts (first, second, and filler) on any given day. If you have a special schedule that prevents you from being available for these shifts, you may accept as a "sub". If you have a question about whether you should reply as full-time or a sub, please contact us and we will be happy to help and work with you.

Please respond prior to March 1, 2016, by signing the offer letter, scanning it, and emailing it to elizabethna@greenbaywi.gov; faxing the offer letter to (920) 448-3393; mailing the offer letter to City of Green Bay, 100 N. Jefferson Street, Room 510, Green Bay, WI 54301; or bringing it in person to the same address. Direct deposit of paychecks is mandatory for all City of Green Bay employees. You must return the direct deposit form with your acceptance by March 1 to be considered rehired for the position(s) being offered. If we have not heard from you by that date, another candidate will be selected to fill your position.

If you have any questions or scheduling concerns, please feel free to contact us at Bay Beach at (920) 391-3690.

We look forward to another great season!

Sincerely,



Jason Arnoldi
Special Facilities Manager



Mark Suchowski
Special Facilities Asst. Manager